




**TRUSTEE MOTION TO DISMISS/PAY TRUSTEE/  
DEFAULT CLAUSE (NEWARK)**

This event is to be used by Chapter 13 trustees in Newark. Panel Trustees moving to dismiss should use Trustee's Motion to Dismiss Case event.


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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Trustee Motion to Dismiss/Pay Trustee/Default Clause (Newark)**; click [NEXT]
- STEP 5** Click [NEXT] to skip the **Joint Filing** screen.
- STEP 6** **Select the Party** screen displays. Highlight your name; click [NEXT].
- STEP 7** Click [NEXT] to skip the screen "The following attorney/party associations do not exist for this case". **Do not place a check mark in the box.**
- STEP 8a** Click on the hyperlink for the Judge's calendar, determine the next possible hearing date and time; click [BACK]
- STEP 8b** Enter the hearing date, time and location in the appropriate fields; click [NEXT]
- STEP 9** Upload the PDF file and any attachments; click [NEXT]
-  *TIP - After Browsing your files, open and review your file to be sure that you are uploading the correct .pdf. To do this, right click on the file name and select open from the pop up menu.*
-  *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to motions/applications. Click inside the Yes radio button and click [NEXT]. As noted above, please be sure that you are selecting the correct .pdf to upload. Select a description of your attachment from the Type drop down menu or free text one in the*

*Description variable box. Click Add to List and repeat this process for each attachment. When all attachments are uploaded, click [NEXT]*

 *TIP - If you upload the wrong .pdf and you notice the error while still on this screen, highlight the file name and click Remove from List.*

**STEP 10** Confirm case name and number; click [NEXT]

**STEP 11** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

 *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

**Trustee's Motion to Dismiss Case or Direct Employer to Pay Trustee or For an Entry of an Order for Default Clause. Filed by Trudy Trustee. Hearing scheduled for 4/17/2002 at 09:00 AM at Suite 1401, One Newark Center. (Trustee, Trudy).**

**STEP 12** Notice of Electronic Filing displays